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Air Resources Board

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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: August 1, 2000

SUBJECT: SAFETY MEETING IDEAS -- AUGUST 2000

Suggested issues to discuss during your next meeting are:

1. Some Tips to Prevent Repetitive Motion Injuries

- Some of our own habits can be our own causes of injury--look at what you do.
- Locate your keyboard directly in front of your monitor.
- Place your monitor height to your eye level (you may need to raise it up by placing a sturdy box under it).
- Keep your keyboard either level or at a negative tilt while typing.
- Watch out for "extended reaches" -- can you move that item closer to avoid the extended reach? Or can you get out of your chair to eliminate the extended reach all together?
- When reading your screen or downloading a file, relax your hands in your lap or by your side rather than on the keyboard.
- Vary your tasks during the day so that you don't sit or stand for extended periods of time. Just a quick stretch can do a world of good!
- For more ideas, you can read the booklets Arranging Your Workstation to Fit You or The Computer Users Guide.

2. What To Do When An Alarm Sounds

When the fire alarms sounds, STOP what you are doing and go directly to the nearest exit. Go assemble in the designated evacuation site. If you are unaware of where that is, check out your facility information on ARB Inside. Click on "Administrative Services" located on the left side. Scroll down and click on "Safety." From there you should choose "Facility Safety Information" and then choose your facility. The evacuation site should be listed.

3. Driving Defensively--How to Prevent Collisions

Sometimes accidents happen; however, it is our goal avoid them if we can. Read the attached page to learn how. Also, remember that any employee who drives a vehicle while on state business is required to take Defensive Driver's Training class at least every four years.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment

cc: Administrative Liaisons

Driving Defensively— How to Prevent Collisions

- ▶ A door of a parked car opens suddenly in front of your car.
- ▶ A taxi ahead of you on your left darts across your lane to pick someone up.
- ▶ A cat crouching on the sidewalk bounds in front of your car across the street.

You know you're a good driver, but are you prepared for the unexpected or when someone else's poor driving puts you in a tight spot? Keep the following principles in mind.

On the Lookout

Be alert when you drive and ready to anticipate sudden or obscured actions. Watch for public transportation vehicles, such as buses, taxis and commuter vans. Also, allow a "circle of safety" around children, student drivers, motorcyclists, bicyclists, signaling vehicles, emergency vehicles with flashing lights, crosswalks, construction signs, animals and any driver who might not be able to see you in a rear-view mirror.

Maintain an Escape Route

Try not to get boxed in when driving on multilane roads. That way, if someone makes a wrong move, you'll be able to go left or right rather than having to stop dead in your tracks. On a two-lane road, your escape route is to the right, off the roadway. Watch for roadside hazards that can make this difficult. Adjust your speed so you'll meet up with oncoming cars at a spot where you have room to maneuver.

Use Your Brakes Carefully

The impulse in a dangerous situation is to hit the brakes. If your vehicle is not equipped with antilock brakes, slamming on the brakes can cause you to skid completely out of control. To use your brakes in an evasive maneuver, stab at them repeatedly, letting go before they lock. This way you'll slow down without losing control. However, if your vehicle has antilock brakes, don't stab at the brakes but apply firm pressure until the vehicle comes to a stop.

Swerve, Don't Brake

Whenever possible, use your steering wheel instead of your brakes. Be prepared to swerve around the unexpected obstacle. Drive with your hands on opposite sides of the steering wheel to give you the leverage needed to turn it 180 degrees in either direction. Be prepared to swerve sharply and then return the wheel to its normal position



as quickly as you swerved. Guide your vehicle back to the path it was following before the hazard. If necessary, go off the road to avoid hitting a vehicle head-on. Even going into a ditch is better than a head-on collision.

When It's Best to Speed Up

Sometimes you can get out of a jam by speeding up. If you're already in an intersection and someone is coming at you from the side, it's best to step on the accelerator rather than slamming on the brakes. If you did stop suddenly, you might not only lose control and swerve into oncoming traffic, you might also be hit by the car coming from the side—and the one behind you.

Making a Hard Choice

What if you can't avoid colliding with something yourself? Even then, you may have some choices. If you have a chance to choose what you hit, hit something soft, such as bushes or shrubs. The next best choice is a vehicle that's moving in the same direction as you. Pick a stationary object rather than one that's coming at you. A target that will absorb energy, such as a parked car, is better than one that's rigid, such as a wall. Whatever you hit, try to sideswipe it rather than hit it head-on.

Maintaining a Cool Head

Even though you can't control someone else's behavior, you can control your own. When another driver upsets you, breathe deeply as you count to 10 and listen to soothing music. Remind yourself that retaliatory measures aren't worth the risks of a ticket, a collision or higher insurance premiums. Try to view things from another driver's point of view; perhaps he or she is elderly, new to the area, a student driver or someone lost or looking for an address. Don't take the actions of inconsiderate drivers personally.